



Policy: 4440
Procedure: 4440.03
Chapter: Education
Rule: Education Staff, In-Service Training

Effective: 7/30/08
Replaces: 4440.03
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) education employees receive field-specific in-service training scheduled jointly by the Education Division and Staff Development on designated staff development days in the ADJC education program calendar.

Rules:

1. The **EDUCATION PRINCIPAL** shall:
 - a. Review employee training records;
 - b. Review training needs indicated on all program review evaluations and individual teacher appraisals;
 - c. Develop or coordinate training, other than Minimum Training Requirements (MTR) to meet needs of employees to include utilizing training resources from:
 - i. The regional education service center;
 - ii. Area universities; and
 - iii. Other educational training or consulting organizations.
 - d. Schedule staff development days on the education program calendar; and
 - e. Document delivery of training and give documentation to personnel office for retention in employee's permanent personnel file.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director